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Warden Mike Mahoney
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Mission Statement: Montana State Prison is dedicated to the protection of the public, employees and offender and to communicate with victims of crime, while providing the opportunities for offenders to make positive changes.

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MSP GUIDING PRINCIPLES

1. Seamless Security
2. Mutual Respect
3. Universal Accountability
4. Ethical Behavior
5. Responsible Communication
6. Dedicated Teamwork
7. Effective Inmate Programming
8. Professional Development
9. Pride in Appearance

INSIDE THIS HANDBOOK

Guiding Principles.....2
MSP Overview.....4
Administration and Personnel.....5
Contract Placement Unit.....5
Food Services.....6
Health Services.....7
Housing Unit
- High Security and Maximum Security.....9
- Low Security.....10
- MDIU/Admissions.....12

IPPO and Board of Pardons/Parole.....12
Maintenance Department.....12
Rehabilitative Services
- Education and Library.....13
- Recreation.....14
- Religious Activities Center.....14

Security
- Command Post.....15
- Inner Perimeter Security Team.....15
- Transportation.....16
- Key & Tool Control.....16
- Tool Control.....16

Support Services
- Information Technology.....17
- Inmate Accounting.....17
- Investigations Unit.....17
- Mail Room.....18
- Records.....18
- Word Processing.....19
- Technical Correctional Services Bureau.....19

Training Department.....19
Treatment Services.....20
Warehouse.....22
Montana Correctional Enterprises.....22
Code of Ethics.....26

MONTANA STATE PRISON HISTORY AND OVERVIEW

The history of Montana State Prison dates to 1867 when Congress appropriated "no more than $40,000" to erect a prison in Montana. On Nov. 19, 1867, the Legislative Assembly of the Territory of Montana approved Deer Lodge as the site for the prison to be built.

Over the course of time, it became obvious that the territorial prison was inadequate. In January 1974, architects presented to the Legislature a $4.9 million campus-like plan of a new prison. The Legislature approved $4.6 million for construction of a 334-bed prison. The new prison was ready to open in early 1977, but the rapid rise in the prison population left the new facility short 180 beds and the 1977 Legislature approved the addition of two 96-bed units.

Today, Montana State Prison is designed to maintain a population of 983 adult male offenders classified in one of four custody levels (maximum, close, medium and minimum), but has an operational capacity of 1,467. Within these custody levels are different supervision levels. Over 600 employees report to work at the prison and Montana Correctional Enterprises (MCE). About 350 are uniformed staff.

The physical plant consists of three compounds: maximum security, high security, and low security. All are contained in a 68-acre, double-fenced perimeter. The prison has 11 housing units, an infirmary, food factory, laundry, two gyms, one chapel, two libraries and two schools, among various other buildings.

Outside of the fenced perimeter lies an 84-bed work dorm housing minimum-custody inmates who work at a 38,000-acre ranch and dairy program operated by MCE and located on the MSP property.

ADMINISTRATION AND PERSONNEL

Montana State Prison and Montana Correctional Enterprises use a unit management structure headed by a warden, deputy warden and two associate wardens.

The Human Resources Department at MSP provides human resource management and consulting services to the prison. This department oversees agency compliance with federal and state employment and civil rights laws; position classification; employee compensation and benefits; labor relations and contract administration; recruitment & selection; and employee discipline and commendations.

CONTRACT PLACEMENT BUREAU

Use of regional and private prisons represents a three-way public safety partnership among the state of Montana, three counties and private industry. This partnership gives the state innovative options for managing inmate population and placement. The Department of Corrections currently houses offenders in Glendive, Great Falls, Missoula and at a private prison in Shelby. Prior to transfer, an inmate must receive clearance by the medical, dental and mental health staff; a unit management team; institutional parole and probation officer(s), Board of Pardons and Parole staff. He also must have a clear disciplinary record. Victim notification and separation needs are also considered prior to any transfer.

The Department of Corrections has developed and implemented a comprehensive monitoring process to ensure that obligations of prison contracts are met. The goal of the monitoring process is more uniformity within the system. Stringent contract compliance improves public safety and ensures cost control. The security manager,

personnel from Montana Women's Prison and MSP, and representatives of regional and private prisons conduct audits of each facility. This team checks for compliance in food service, medical care, programming, security and administrative operations.

The Contract Placement Bureau is staffed by a chief, two on-site case managers, two administrative assistants and a case manager in each remote location.

FOOD SERVICES

On July 1, 1998, Montana State Prison moved from a standard institutional kitchen system to a cook-chill system. Although the cook-chill, better known as food factory, is a separate entity from the food service and a subsidiary of the MCE, three other kitchens operate on the MSP premises for re-heating and serving of meals.

Today the MSP food services has a crew of 15 staff consisting: a director, assistant director, registered dietitian, and 12 supervisors. The supervisors train and oversee a constantly changing inmate work force in all facets of food service operations. · This includes receiving, storage, re-therm cooking, delivering and serving, as well as cleaning and sanitation procedures. Staff must possess considerable nutritional knowledge allowing them to train inmates in the preparation of special medical diets and religious diets.

The food service menu is designed to include attractive and palatable meals that satisfy basic nutritional guidelines established by the National Academies of Sciences. The menu is largely comprised of foods purchased from the MCE dairy and food factory. All other items are purchased wholesale through the bid process.

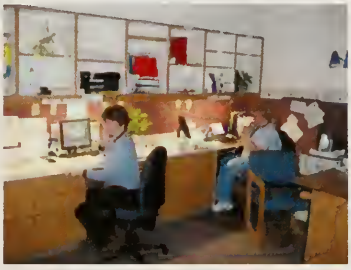
Food Service staff serves three daily meals to approximately 1,450 inmates, plus staff. Meals in individual trays are served at the

industries diner, Maximum Security Unit, sections of Close Unit III, Martz Diagnostic and Intake Unit, work dorm and infirmary. Meals in the high- and low-security dining facilities are served from bulk containers.

Two bakery managers operate out of the high-security kitchen. The bakery, operated as part of MCE, produces all baked items listed on the menu for the prison, Treasure State Correctional Training Center (boot camp), Riverside Youth Correctional Facility, Montana State Hospital, the WATCh (DUI treatment) program, and the Helena Prerelease Center. Bakery items include such things as breads, desserts and cookies.

The Food Service Department, in fiscal year 2005, served 1,680,702 meals. Of these total meals, 1,199,048 (71 percent) were served from bulk and the remaining 481,654 were served in individual sealed trays.

HEALTH SERVICES

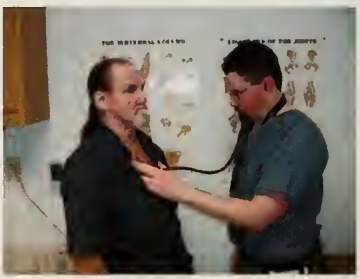


Montana State Prison provides extensive health service to the inmate population. This includes dental, mental health and medical care. MSP health services provides daily care based on the premise that all offenders have:

- The right to access care
- The right to professional judgment
- The right to care that is ordered
- The right to informed consent
- The right to refuse treatment
- The right to medical confidentiality

Dental: MSP has a full-time dental office located in the infirmary with three dental stations, and a part-time dental office located in the

Martz Diagnostic and Intake Unit (MDIU) with one dental station. The dental offices are staffed with one full-time dentist, two part-time dentists, three dental assistants, a hygienist and a part-time denturist. The dental staff handles extractions, temporary fillings, root canals, splints, permanent fillings, dentures, crowns on root-canaled posterior teeth, X-rays and routine dental cleaning. The denturist performs construction of complete and/or partial dentures, denture adjustments and denture repairs. On average, the dental staff sees 196 inmates each month at the full-time office and approximately 30 inmates monthly are seen on an emergency basis at the part-time office. The majority of inmates treated in the dental clinic report having used a number of dangerous drugs such as methamphetamine, marijuana, and cocaine.



Medical: The prison employs two physicians, two physician assistants, 24 nurses and 12 support staff. The staff provides 24-hour services in a 14-bed medical unit. Clinics offering urgent, routine and chronic care are available six days per week. Specialty clinics in cardiology, ophthalmology, urology, physical therapy and surgery are available on at least a monthly basis. Lab, X-ray and minor surgical procedures are conducted as necessary. Patients needing care that is not available at MSP are transported to an outside medical provider.

Mental Health: Mental Health Services are comprised of psychiatric and psychological services. Psychiatric services are staffed with a psychiatrist, psychiatric registered nurse, three technicians, an activity therapist and a mental health licensed practical nurse. The psychiatric nurse provides direction in programming and care to those inmates housed on the mental health treatment unit and serves as the mental health clinician in the locked housing units. The activity therapist provides recreational and group activities for inmates housed on the mental health treatment unit, and facilitates outpatient therapy groups. The technicians are the backbone of the mental health treatment unit, providing care to inmates in the unit and observing and documenting behaviors, signs and symptoms of mental illness while providing an array of case management skills to the inmates. Psychological

services are staffed with a psychologist, five mental health specialists, an administrative assistant and a discharge planner. The psychologist provides mental testing, group therapy and one-on-one counseling to inmates. The specialists provide one-on-one therapy, group therapy and visit with inmates who have been referred to psychological services by other staff. The discharge planner works closely with community mental health centers and various other service providers to assist inmates who qualify for Montana mental health services in establishing a plan to integrate into the community upon their release from MSP.

HOUSING UNITS – HIGH SECURITY AND MAX

The high-security compound consists of two close-custody units and a special-needs unit. The Maximum-Security Unit stands alone in a separate compound to the west of the high-security compound.

Close Unit 1 and **Close Unit 2** consist of 96 cells apiece, and have a maximum capacity of 192 inmates per unit. These units have two levels with four "blocks" per level. Each of these units is staffed by two floor officers, a control-cage officer and one sergeant during the first and second shifts, and a control-cage officer and two floor officers on third shift. In addition to security staff, a case manager and unit manager work in each unit.

Close Unit 3 is the special-needs unit at the Montana State Prison. It consists of two wings, east, and west, with a maximum capacity of 108 inmates. The west side has 48 close-custody cells and six pre-hearing confinement or temporary lockdown cells. The east side has 16 administrative segregation cells, 16 mental health cells, 16 detention cells and six special management cells. First and second shifts are staffed with three floor officers, two control-cage officers, and a sergeant. Third shift is staffed with two control-cage officers

and two floor officers. A unit manager, case manager and three mental health workers are also assigned to this unit.

The **Maximum Security Unit** houses 96 inmates, each in their own cell. The building is divided into two sides, which includes a unit control room and three 16-person cellblocks in a two-level pod configuration. Inmates housed here are fed in their cells and do not leave this compound. Inmates with disciplinary or behavioral problems, those who have proven they cannot live in general population, or those sentenced to death are housed in the max unit. In April 2006, a special housing block was developed to house the most disruptive behavioral inmates. This unit is staffed with four floor officers, two control-cage officers, and a sergeant on first and second shifts, and three floor officers and two control-cage officers on third shift. A unit manager and a case manager are also assigned to this unit.

HOUSING UNITS – LOW SECURITY

Unit A houses 178 inmates and is home to the Intensive Treatment Unit (ITU) where all chemical dependency (CD) treatment, sex offender programs (SOP) and methamphetamine treatment programs are conducted. The unit is operated by two floor officers and a sergeant on the first and second shifts, two floor officers on third shift, a half-time unit manager, a case manager and 10 therapist treatment staff. Inmates in Unit A are classified as medium unrestricted custody, minimum restricted custody or minimum unrestricted custody.

Unit B houses 166 inmates classified as medium unrestricted custody, minimum restricted custody or minimum unrestricted custody. Inmates housed in Unit B are primarily workers in the various institutional programs. This unit is operated by two floor officers and one sergeant for first and second shifts, two officers on third shift, a half-time unit manager and a case manager.

Unit C is the lowest security housing unit inside of the walls, housing 166 inmates classified as medium unrestricted custody, minimum restricted custody or minimum unrestricted custody. This unit is staffed with one floor officer and one sergeant for each of the first two shifts, two floor officers on third shift, one case manager and a half-time unit manager.

Unit D houses 165 inmates classified as medium unrestricted custody, minimum restricted custody or minimum unrestricted custody. There are four bathrooms in the unit shared by all residents and one large central dayroom. This unit is also wheelchair accessible and houses the majority of low side, wheelchair-bound inmates. The unit is staffed with one officer and one sergeant during first and second shifts, two floor officers on third shift, one case manager, and one unit manager.

Unit E is the newest housing unit at Montana State Prison. It is located in the building that, in the past, has been both the reception unit and max unit. E Unit houses 70 inmates in an "overflow" status awaiting beds in one of the other low-side units. It is staffed by one floor officer, one control cage officer and one sergeant during first and second shifts, one floor officer and a control-cage officer on third shift, one case manager in the unit, and a half-time unit manager.

Work Dorm has a minimum-security custody level and a total occupancy of 84 inmates. Three inmates live at the Dairy. All inmates must be approved through the Administrative Review Committee prior to being approved to live at and be employed by the Work Dorm or Dairy. Jobs include Work Dorm Unit Worker and Kitchen Worker, Dairy, Ranch, and Pipe Crew. Jobs within the community are also available at the Powell County Sheriff's Office, Board of Pardons and the MCE Hobby Store.

MARTZ DIAGNOSTIC AND INTAKE UNIT (MDIU)

MDIU opened in May 2004 and is the admission center for male offenders entering the Department of Corrections. It has a maximum capacity of 200 inmates. It is here that inmates sentenced to the DOC or MSP are screened, classified and taken through a diagnostic process. Inmates are tested for educational level, mental health needs, medical status, and classification status which include a risk assessment, safety concerns, and housing requirements. The inmate also attends orientation to learn what is expected of him during his stay at the prison.

INSTITUTIONAL PAROLE & PROBATION (IPPO)

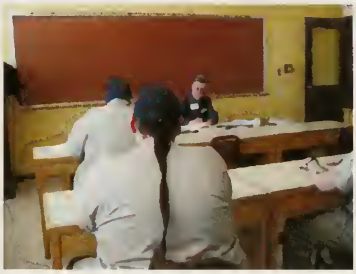
Institutional probation and parole officers (IPPOs) are field officers that work in secure-care facilities and treatment programs. IPPOs coordinate with the communities for every type of release such as transfer to prerelease, boot camp, Connections Corrections (chemical dependency treatment) and WATCh programs, parole and medical parole. They also assist inmates in establishing successful release plans. The paperwork for just one release can be overwhelming and it is crucial to have excellent organizational skills. It is equally important that IPPOs have good people skills as they engage in daily contact with other field officers, law enforcement officials, prerelease staff, community treatment program staff, victims and offender families. MSP has four IPPOs. Ten more work in other programs statewide.

MAINTENANCE DEPARTMENT

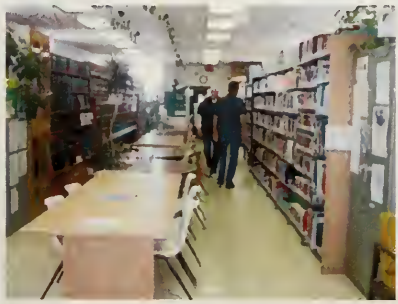
The Maintenance Department is comprised of 22 employees, including three supervisors, two electricians, a carpenter, welder, two plumbers, a painter, machinist, and eight maintenance technicians. This department handles maintenance of roads, seven miles of power lines, water and sewage systems and fire systems. It also operates a

fire brigade. A preventive maintenance program involves 9,427 maintenance work details a year. In addition to the preventive maintenance, staff submits approximately 4,756 work orders annually.

EDUCATION AND LIBRARY



The Education Department, part of the Habilitation Department, is located in the high- and low-support buildings. The primary goal of education programming is to afford inmates meaningful and rehabilitative learning experiences through formal programs of educational instruction so they can become functionally literate. Programs include basic literacy, pre-GED classes consisting of reading and mathematics, special education, cell study, correspondence study, and college courses. The Education Department has seven certified teachers, a special education aide, an administrative assistant, and an administrator to serve about 300 inmates a year. An inmate must sign a 90-day school commitment when entering school and must score at 11th grade level on a test before they are eligible to take the GED exam.



Montana State Prison maintains two libraries, one on the high-security side of the facility and one on the low-security side. The libraries provide recreational reading material. Department of Corrections, Montana State Prison and classification policies, as well as information to assist inmates in release planning and in using legal reference material, are available to inmates in the library. Lexis Nexis, a computerized legal research program, also is available to inmates. Approximately 160 inmates use the library services daily.

RECREATION DEPARTMENT

The Recreation Department organizes, schedules, coordinates and implements a variety of recreational programs for inmates designed to provide them opportunities for positive stress relief, self-esteem and pride, and positive life skills. Various activities are available that include softball, basketball, handball, racquetball, horseshoes, volleyball and weightlifting. Tournaments and holiday competitions are also provided.

The MSP hobby/craft department has one staff member who coordinates a variety of hobbies for the inmate population. This program is designed to develop constructive use inmates' leisure time. Inmates are permitted to participate in the following hobby programs: art, beading, horsehair weaving, fly tying, leather working, working with yarn, model building and paper weaving. Inmate hobby products are on sale to the general public through the MSP/MCE hobby store located in Deer Lodge.

RELIGIOUS ACTIVITY CENTER

The Religious Activity Center was built with donated funds and is used for various religious functions available to all inmates. The center is run by two religious activity coordinators and some two dozen community volunteers. A wide range of religious services are provided on a regular basis, mostly through volunteers.

Approximately 25 volunteers come inside the fence to conduct various services or to facilitate groups. In addition to the basic Christian religious activities offered, American Indian, Buddhist and Wicca religious activities are provided as well. The philosophy of the staff at the center is that anything people believe in that helps them is a good thing. The center also serves as a lending library for religious material.

SECURITY

Command Post

The command post is the central information center for Montana State Prison. It is staffed by three captains, six lieutenants and three staff sergeants. They ensure all aspects of security are complied with 24 hours a day, seven days a week. In addition to the supervision and scheduling of correctional officers for days off and vacation, the command post staff is responsible to ensure approximately 56 different posts per shift are manned every day. They are the notification center if an inmate/offender escapes or walks away from MSP, MWP, a regional prison, prerelease center, juvenile facility or the intensive supervision program. Captains and lieutenants are the initial responders in nearly all emergency situations at MSP.

Inner-Perimeter Security Team

The IPS team is a special response team trained to control the introduction of contraband into the institution. This is completed by conducting area, cell and inmate searches, building searches and intelligence gathering. The IPS team is responsible for conducting a minimum of 400 cell searches monthly and handles about 90 percent of all use-of-force incidents. In addition to searches, the IPS team conducts training for employees in the following areas: cell searches, restraints, contraband identification, fitness testing, firearms training in conjunction with the training department, and use-of-force and

defense tactics. The team is comprised of a lieutenant, two sergeants, and nine correctional officers. All are required to successfully meet quarterly fitness standards.

Transportation

The Montana State Prison Transportation Department began transporting inmates between Rapid City, S.D., and Wallace, Idaho, on July 1, 2006. This monumental task involves picking up and delivering adjudicated and non-adjudicated individuals between the identified destinations points. Transportation staff also is responsible for taking MSP offenders to medical appointments outside the prison, transporting offenders to court and transferring them between the regional prisons, private prison and MSP.

Key Control

The key control office has two employees responsible for maintaining a system to account for over 4,000 keys, maintaining all locking devices on the MSP premises, managing a fleet of five vehicles for staff use to conduct state business, maintaining all two-way radio communications within MSP and all restraints (hand-cuffs, belly chains, etc.) This shop maintains a complete inventory of all such equipment issued throughout the institution.

Tool Control

The MSP tool control program was established to ensure the accountability and safe use of tools required for use by MSP and MCE inmates and personnel. Two officers are assigned to this program. They keep tabs on 18,917 tools distributed throughout the prison. Tool control officers conduct semi-annual and random audits on all tool cribs to verify that the tools are stored, used and accounted fire brigade. A preventive maintenance program involves 9,427 maintenance work details a year. In addition to the preventive maintenance, staff submits approximately 4,756 work orders annually.

SUPPORT SERVICES

Information Technology

The Department of Corrections Information and Business Technology Bureau has a staff of 22, divided into five operational units: network operations support, AS/400 applications, Oracle applications, policy and strategic planning, and data quality and statistical research. One staff member is assigned to Montana State Prison to provide network operations support. MSP also has a programmer and a computer trainer.

Inmate Accounting & Restitution

MSP, in conjunction with the central office in Helena, maintains an inmate banking system where each inmate has an individual account. One staff member is employed as an inmate accounting technician or personal banker to deposit incoming money that inmates may receive from family members, payroll, inheritances, etc. This position is also responsible for issuing checks for inmates' purchases of such items magazines and inmates sending money to family members, depositing payroll into inmate accounts, and balancing the banking system daily.

MSP also employs a restitution clerk who is responsible for inputting court orders into a database regarding restitution, fines/fees and child support that must deducted from the inmates' financial account.

Investigations

The Investigations Unit is comprised of two investigators and two administrative assistants. In addition to administrative duties, the assistants conduct urinalysis (UA) testing of inmates and monitor telephone calls of inmates at MSP.

The investigators, though based at MSP, conduct a variety of investigations for the entire department. They also work

collaboratively with the Powell County law enforcement and the attorney general's office.

Mail Room

The MSP mailroom processes more mail than most small communities in Montana. Three employees are assigned to process over 2,000 pieces of mail daily and respond to approximately 400 telephone calls daily, routed through the MSP switchboard. UPS and FEDEX services also are available.

Records

The Records Department compiles and retains approximately 3,000 inmate records, often referred to as the "main file," for inmates housed at MSP, regional prisons, the private prison, prerelease centers, boot camp, out-of-state transfers, inmates on conditional release and those in the intensive supervision program. This file contains all legal documents such as pre-sentence investigations, legal information, judgments and any other information received about the inmate while he is incarcerated. The records technicians take information from the judgment and use it to calculate the parole eligibility and discharge dates for all inmates. The records department is staffed by a manager, a supervisor and eight technicians.

Word Processing

The Word Processing Department is comprised of two staff and is a central repository for numerous documents such as parole reports, post orders, unit rules and equipment inventory. It is also a dictation center for transcribing medical information, various types of

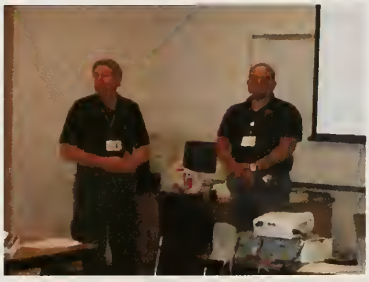
psychological reports, investigative reports and miscellaneous transcription dictated by the warden and other staff members. The department processes legal documents, letters, memos, parole reports, incident reports, positive action reports and numerous other documents required at MSP. This department creates pamphlets, business cards, booklets, graphs and PowerPoint presentations. Staff attends meetings and mapping sessions where employees use laptop computers and projectors to tracking minutes and document changes, thereby saving valuable time.

Technical Correctional Services Bureau (TCS)

The TCS Bureau is comprised of the inmate classification, discipline, grievance, placement and movement programs. These programs are used as tools to manage the risk each inmate poses to the public, the institutions, staff and other offenders. These programs also provide an appropriate method for inmates to challenge the system through inmate grievances and classification or disciplinary appeals. The TCS Bureau is comprised of a bureau Chief, Classification Manager, four Placement Technicians, two Grievance Coordinators, two Disciplinary Hearings Officers, a Disciplinary Investigator and one Administrative Support.

TRAINING DEPARTMENT

The goal of the MSP Training Department is to meet or exceed the yearly 40 hours of mandated training for all corrections staff. This department consists of two full-time training and staff development specialists who train staff in a list of courses that includes: new employee orientation (80 hours), medic first aid, staff sexual misconduct, sexual harassment, firearms, non-violent crisis intervention, hostage negotiation, emergency procedures, staff supervision, report writing,



gang issues, and all American Correctional Association courses and exams.

MSP trainers work with the Department of Corrections Training Unit located in Deer Lodge at the DOC Training Center, training staff in Helena, the Montana Law Enforcement Academy and with the MSP field-training sergeant. Training is always on going to meet the ever-changing needs of staff, offenders and public.

TREATMENT SERVICES

In addition to mental health treatment, MSP provides sex offender and chemical dependency treatment programs. The sex offender program is staffed with a administrative assistant, two licensed therapists, a case manager, clinical administrator and four part-time contracted therapists.

The sex offender program is a three-phase program. Most who participate are ordered by a court to complete one or all phases of the program; a small percentage are voluntary. Anyone convicted of a sex offense must, by law, complete Phase I, a 16 week program.

Phase II is a cognitive and behavioral-based program for offenders who have completed Phase I and are admitting their offense. This phase is offered as an intensive treatment unit, in which the offender lives in a unit dedicated to housing sex offenders, or as an outpatient program. Individuals usually complete Phase II in two to three years.

Phase III is an aftercare program which allows individuals to continue addressing issues relevant to their treatment needs. In addition to treatment, the sex offender staff provides risk assessment evaluations.

The chemical dependency program is staffed with seven licensed addiction counselors, a case manager and an administrative support person. The Intensive Treatment Unit (ITU) operates four separate 14-bed pods on the low side of the institution. They are designed to provide a comprehensive 60-day program. The goal of the ITU is to assist each participant in identifying his addiction and beginning the process of recovery.

The relapse prevention program is designed for individuals with prior treatment or recovery information and/or experience. Program materials focus on identifying relapse triggers, developing a specific plan to deal with those triggers and the reciprocal nature of addictive relapse and criminal behavior. This is a six-week program.

The methamphetamine specific program is a long-term program that addresses the special needs and issues related to methamphetamine abuse or addiction. This program requires the client to begin treatment in an outpatient primary care program for eight weeks, transfer into an intensive treatment program for an additional eight weeks, transfer to a relapse prevention program for eight weeks and then enroll in a continuing care program.

The Medicine Wheel program incorporates Indian spiritual and cultural beliefs with chemical-dependency treatment principles and concepts. Program materials focus on a culturally relevant model using videos, a workbook and group activities with individual sessions. The workbook incorporates the Medicine Wheel and the 12-step program.

Primary care is designed for individuals who have little or no prior treatment history or those assessed with a high level of denial about their chemical dependency. The treatment process consists of disease and recovery basics, with considerable emphasis on eroding denial.

The dual diagnosis group is designed to meet the needs of those with both an addiction and a mental health disorder. These clients benefit from being able to get treatment for both problems simultaneously and to better understand how one may affect the other.

The continuing care program is offered to any individual remaining in prison following completion of any of the previously described groups. This program focuses on actual application of the recovery information by using problem-solving techniques and skills obtained in an initial group, while supporting the gains made. The goal of this program is to teach the members how to apply recovery principles to everyday living problems encountered in and out of prison.

WAREHOUSE

The Montana State Prison Warehouse is a hub of activity at the prison. All purchases necessary for the care of 1,500 inmates, including food and clothing, pass through the warehouse doors. The warehouse staff purchases, receives and delivers everything coming into the institution. Staffing includes a warehouse manager, two purchasing agents, a warehouse foreman, a warehouse worker, three over-the-road drivers and one local delivery driver. In fiscal year 2006, an average of 368 agency purchase orders were issued each month and over 1,000 packages were received each month.

MONTANA CORRECTIONAL ENTERPRISES

Though it is its own division, Montana Correctional Enterprises (MCE) is located at Montana State Prison, employs prison inmates and is self-funded. MCE is comprised of the food factory, cannery, motor vehicle maintenance shop, vocational training program, furniture shop, upholstery shop, boot factory, tag (license plate) plant, laundry, lumber processing operation, dairy and ranch.

Food Factory: This facility offers a cook-chill method of preparing food in which the food is cooked and then quickly cooled and stored for an extended shelf life. Currently, the food factory provides more than 10,000 meals per day to Riverside, Treasure State Correctional Training Center, MSP, Helena Prerelease Center and Montana State Hospital.

Canteen: Three employees and 13 inmates process and deliver a variety of products to the inmate population at MSP and MWP. These products consist of hygiene items, snacks, clothing, music and

other miscellaneous items. The Inmate Canteen Operation processes 1.3 million dollars (gross) worth of items yearly.

Cannery: The cannery operates as a partnership between the Montana Food Bank Network, MCE and the Department of Public Health and Human Services. It produces 250,000 cans of fruit and vegetables, 30,000 pounds of dry food packages and processes 5,000 pounds of donated and confiscated wild game and other meat products annually.

Motor Vehicle Maintenance (MVM): This program offers on-the-job training for 25–35 inmates. Inmates learn the trade by working on vehicles for the Department of Corrections and other agencies, as well as producing Toyota cutaway auto training aids. Inmates are trained in both classroom and hands-on settings.

Vocational Training: Vocational training classes are offered in auto mechanics, welding, machining, shop practice safety, heavy equipment, agricultural equipment and driver's education. Inmates are able to obtain a Montana State Class D and CDL license. Three instructors provide the training for 40–50 students who participate in classes Monday through Friday.

Furniture and Upholstery: The furniture and upholstery shops offer a standard line of office furniture constructed of northern red oak or cherry wood. The knock-down department builds furniture that is used in dormitories and schools, as well as prerelease centers and regional prisons. The computer-aided drafting department, which offers 3-D drawings and price breakdowns, assists with customer design for specialized projects. The upholstery shop trains workers in upholstery, pattern making, sewing and all custom upholstery work.

Boot Factory: The boot factory trains inmates in boot and shoe repair, and eventually in production of handmade boots, custom-made to customer specifications. The factory has six full-time inmates and two trainees.

Tag, Print, Sign Shop: The tag plant, also known as the Montana State License Plate Production Center, is where all state of Montana license plates are produced. This program offers inmates employment opportunities and training as a plate boxer, personal plate packager, press operator, punch press operator and helper, and roller-coat

operator and helper. The plant also employs computer/office clerks, graphic design and a system operator. This section of MCE is supported by the state general fund.

Lumber Processing: The lumber processing plant uses defective lumber products that would normally not be used in the construction industry, and removes the defects and prepares the lumber for finger joint assembly at another facility. Eighteen inmates work at the plant producing a weekly average of 90,000-120,000 board feet of lumber. Inmates learn safety, production and stud grade rules of mill operation.

Laundry: The laundry building was opened in July 1995 and provides laundry services for MSP; Treasure State Correctional Training Center; Riverside Youth Correctional Facility and Montana Developmental Center, both in Boulder; and Montana State Hospital at Warm Springs. About 1.4 million pounds of laundry is processed annually. It is operated by five staff and 28 high-security inmates.

Dairy: The dairy is comprised of raw milk production, dairy product manufacturing and a heifer-raising program. The dairy operates seven days a week, 24 hours a day. Five civilian supervisors oversee the operations with approximately 30 inmate workers performing various jobs. The dairy program recently completed installation of a new state-of-the-art milking parlor.

Ranch: The ranch provides inmate work and training opportunities in range cattle, crop, feedlot, and land management operations. The ranch is located on 37,720 acres of leased and deeded land. About 2,450 acres are cropland irrigated with hand lines moved by inmate labor. Approximately 1,600 head of predominantly Black Angus mother cows are calved beginning in March of each year. The ranch also administers the MSP/MCE wildland fire crew, which works in conjunction with the state Department of Natural Resources Conservation. The crew consists of one supervisor and 15 inmate firefighters.

CODE OF ETHICS

1. I shall perform my duties with high standards of honesty, integrity, and impartiality, free from personal considerations, favoritism and partisan demands. I shall be courteous, considerate and prompt when serving the public.

2. I shall maintain respect and professional cooperation in my relationships with other department staff members. I will not sexually harass or condone sexual harassment of any person. I shall treat others with dignity, respect and compassion.

3. I shall report job-related illegal or unethical or unethical behavior to the appropriate authority.

4. I shall provide offenders with humane custody and care, void of retribution, harassment, abuse or mistreatment. I shall maintain confidentiality of information that has been entrusted to me and designated as such. I shall not incur any personal obligation that could lead any person to expect official favors.

5. I will not discriminate against any offender, employee or member of the public on the basis of age, race, gender, religion, creed, political belief or national origin.

6. I shall conduct myself in a manner that will not demean offenders, fellow employees or others.

7. I shall uphold the tenets of the United States Constitution, its amendments, the Montana Constitution, Federal and State laws, rules and regulations, and policies of the department.

8. Whether on or off duty, in uniform or not, I shall conduct myself in a manner that will not bring discredit or embarrassment to the Department of Corrections and the State of Montana.

9. I shall not use my official position for personal gain.

10. I shall maintain acceptable standards of personal hygiene, grooming, and neatness while on duty or otherwise representing the department.

Montana State Prison Phone Numbers:

Main Prison/Operator: (406) 846-1320
Warden: ext. 2200
Deputy Warden: ext. 2377
Administrative Assistant to Warden & Deputy Warden: ext. 2302
Associate Warden of Operations: ext. 2300
Associate Warden of Security: ext. 2454
Contract Placement Bureau Chief: ext. 2556
Security Major: ext. 2364
Public Information Officer: ext. 2201
Human Resources: ext. 2303, 2202, 2203, 2229
Information Technology Help Desk: 444-4234

Victim Phone Lines:

VINE – Victim Information Notification Everyday
Toll Free @ 1-800-456-3076
Victims Hotline: **Toll Free @ 1-888-223-6332**

Information on the web:

Department of Corrections
http://www.cor.mt.gov

Department of Corrections Intranet Site
http://www.my.cor.mt.gov

CON (Correctional Offender Network)
http://app.mt.gov/conweb/

Sexual and Violent Offender Registry
http://www.svor.doj.mt.gov/

Board of Pardons and Parole
http://DiscoveringMontana.com/bopp